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Dear *****,

FOI 18-07- request regarding paper to digital processes

Thank you for your recent Freedom of Information request on the above subject. We have completed our search for information and the details are as follows:

The movement away from paper to digital processes has been on-going for some time now. One part of a comprehensive digitisation strategy is the use of scanners to create digital versions of paper documents. Below is my freedom of information request regards your use of scanners. Not multi-functional devices, but paper document Scanners, DM systems and EPR systems. If you have any questions please feel free to email me at this address.

How many employees do you currently have? [2200 – 2500](#)

How many scanners (not multifunctional devices) do you currently have to scan paper based documents? [20 – 40](#)

Which brand do you use (i.e. Brother, Canon, Fujitsu, Kodak Alaris etc)? [Various](#)

Which scanner model do you mainly use? [N/A](#)

Who supplies these scanners? [No specific supplier as it depends on the best price at the time of purchase.](#)



Do you have a contract for these scanners? No

If so, when does this expire?

What Document Management system(s) do you use? None

What Electronic Patient Record (EPR)/Electronic Healthcare Record (EHR) do you currently use? Oasis expires 2019

What is the name, job title, and email address of the person responsible for your scanner fleet? N/A

The full Freedom of Information Act 2000 is available on the legislation website via the following link: <http://www.legislation.gov.uk/ukpga/2000/36/contents>. The Trust is regarding this response as a full and complete discharge of its responsibilities under the Freedom of Information Act 2000 in relation to this request. I trust it fulfils your requirements but should you have any concerns please do not hesitate to contact me and I will attempt to resolve your issues.

In the event you pursue a complaint/investigation and are not content with the outcome, you have the option to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely

Information Governance Team

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Black Country Partnership FT.

